



## Job Description Form

### Our Purpose

To provide safe, customer-focused, integrated and efficient transport services.

**Position Title**

Manager Third Parties

**Level**

7

**Position Number**

36019

**Division/Directorate**

Network & Infrastructure

**Branch/Section**

Civil

**Effective Date**

July 2022

**Health Task Risk Assessment Category**

3

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### Reporting relationships

Superordinate: Civil Engineering Manager, Level 8

Subordinate: Project Interface Manager, Level 7

Senior Engineer, Level 6 (x 2)

Civil Engineer, Level 5 (x 2)

Rail Access Coordinator, Level 4

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### Key role of this position

Leads the Third Party Team in providing access to the Public Transport Authority's (PTA) rail network and safeguards PTA assets; coordinates resources to manage the interface with third parties for the maintenance, design, construction, upgrades and modifications on or near to Branch and/or PTA assets; and contributes to the overall performance, reliability and compliance of the PTA network.

The occupant of this role also ensures compliance with all relevant Rail Safety Acts, Regulations, Legislation and Standards specific to accessing the PTA rail network.

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### Core duties and responsibilities

#### Leadership and Management

- As a member of the Branch leadership team, contributes to both the Divisional and Branch operational performance and the reliability of assets leading to the effective delivery of services for the PTA.
- Develops and maintains a competent and engaged workforce that is aligned to delivering PTA, Divisional and Branch objectives; managing all aspects of people management requirements in accordance with PTA policies and procedures.
- Provides leadership and management across the Branch and to direct reports in delivering a safe work environment and safe assets, and contributes to embedding a strong safety culture; conducts reviews of safety irregularities to review compliance and continuously improve.
- Manages aspects of, and significantly contributes to general business matters relating to the Branch operation, such as financial management, risk management, policy and procedure compliance, performance reporting and continuous improvements to ensure the Branch delivers in accordance to PTA requirements.

## Works Program

- Supports the Branch Manager in the development of technical requirements necessary to comply with Legislation, Standards and other external regulations taking account of engineering best practice; and with the development and review of codes of practice, technical standards, specifications, work instructions and good practice guides.
- Oversees the resource coordination and implementation of works programs, acting as the site installation/construction lead to deliver renewal programs and projects within the Division and for major projects so that works necessary to deliver PTA goals are identified, specified and achieved.
- Ensures management of maintenance and corrective work carried out by Third Parties is compliant with all aspects of PTA requirements; including construction and modification works.

## Relationship and Stakeholder Management

- Leads and establishes close and effective relationships and cooperation with Third Party Services stakeholders and other state and local Government agencies.
- Be the conduit between PTA internal stakeholders and project managers.
- Ensures each Third Party Services stakeholder provides a commitment to work cooperatively with the PTA in expressing its needs and clearly commits where necessary to undertake investigations, services or works to meet the needs of the project and its objectives.

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## SELECTION CRITERIA

### 1. Core Competencies

- Substantial experience in providing advice on PTA processes related to working in and around the PTA network and knowledge in the planning, design, commissioning and delivery of maintenance and/or construction works in a complex, transport related operational asset intensive environment similar to rail.
- Substantial knowledge of and experience in stakeholder management for complex maintenance and works programs.
- Substantial experience in applying Safety Management Systems, Rail Safety Acts, Regulations, Legislation and Standards.

### 2. Management and Leadership

- Substantial experience in managing the performance of an operational team and financial/physical resources in the achievement of agreed outcomes and providing a customer focused service.

### 3. Communication and Interpersonal

- Well-developed verbal, written and interpersonal communication skill, including negotiation and facilitation skills.
- Demonstrated ability to write concise and well-structured technical reports.
- Ability to develop rapport with internal and external stakeholders.

### 4. Conceptual, Analytical and Problem Solving

- Highly developed conceptual and analytical skills with the ability to resolve complex technical and operational problems and issues.

### 5. Organisation

- Highly developed planning and organisational skills with the ability to achieve agreed targets and timelines through the use of effective teamwork and delegation

### 6. Personal Attributes

- Demonstrates self-awareness, insight, astuteness and strong commitment to:
  - Personal development.
  - Safety leadership.
  - Developing teams.

**7. Special Requirements**

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate, dated 3 months or less from the date of application for the position.
- Possession of a current Western Australian 'C' or 'C-A' Class Driver's Licence or equivalent. This requirement continues for the duration of employment in this position and from time-to-time production of the licence on request by the PTA may be required.
- Ability to work unsocial hours, callouts, travel and stay away from home station, sometimes at short notice.
- Applicants must meet the special requirements shown below within an agreed period of time. Cancellation of the appointment will occur where an applicant does not meet the special requirements within an agreed period of time after appointment:
  - Supervised Worker (SW) Track Access Permit

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**Certification**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

**Managing Director / Executive Director / General Manager**

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**Signature**

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**Date**

**Employee**

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

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**Signature**

.....  
**Date**

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